Scenic Regional Library
Board Minutes – October 22, 2013

Scenic Regional Library Board of Trustees met at the Union Branch on October 22, 2013, at 7:30pm. Bob Niebruegge presided at the meeting. Those attending the meeting were, John Cheatham, Jim Davis, Joy Dufrain, Louise Baker, Kathleen Ham, Susan Richardson, John Barry, Paula Sutton, Carol Bell, and Carla Robertson. Diann Wacker and Karen Holtmeyer were absent. Also present were Steven Campbell, Library Director, and Jamie Summers, Administrative Assistant.

There were no public comments.

John Cheatham made the motion to approve the Minutes of the September 17, 2013 meeting. Joy Dufrain seconded the motion. All voted Aye. The motion carried 11/0.	**Approval of Minutes**
The Financial Report was reviewed. ***John Barry made the motion to approve the Financial Report and transfer of funds. Susan Richardson seconded the motion. All voted Aye. The motion carried 11/0.***	**Financial Report & Transfer of Funds**
The Librarians' Reports were reviewed. Steven Campbell reported information regarding a broken satellite on the Bookmobile. All options for repair are being gathered and considered. The Warrenton Branch completed the first wine tasting event at the Library. Thirty-five patrons had signed up for the event and only one patron complaint about wine tasting had been made. As reported in the IT Supervisor report, Envisionware has been installed and being used at all seven locations.	**Librarians' Reports**
The lease for the Pacific Branch location is due at the end of October. The landlord has compromised with offering a five year lease rather than a ten year. The Board discussed that other locations are a priority for improvements or new building before Pacific and are unsure if the Library would be able to give additional attention to the Pacific location before four or five years. The landlord is open to allowing the Library out of the lease contract for a penalty fee if the Library is able to find a new location before the five years has passed. ***John Cheatham made the motion to sign the five year lease for the Pacific Branch location. Louise Baker seconded the motion. All voted Aye. The motion carried 11/0.***	**Pacific Branch Building Lease**
Steven Campbell reported that health insurance quotes are still widely unavailable. The insurance representative with Schroeder Insurance assured the Library that quotes would be available before the November 1 deadline with Missouri Consolidated Health Care. Because quotes are unavailable for the Board to discuss, the Library can remain with Missouri Consolidated Health Care or the Board may allow the Director to choose the best option when quotes become available. ***John Cheatham made the motion to allow the Director to accept the health***	**2014 Health Insurance**

insurance quote from a new company if the rates are lower than those for Missouri Consolidated for 2014. Paula Sutton seconded the motion. All voted Aye. The motion carried 11/0.

The Scenic Regional Library Foundation Board of Directors approved to request a Fiscal Sponsorship Agreement with the Scenic Regional Library Board of Trustees at their September 17, 2013 meeting. This requires a signature from the President of both Boards. Any money that comes in before the Foundation Board has established the 501c3 status, the Library will collect and store in a separate account. Steven Campbell reported policies and procedures for Friends' groups are in the process, which will hopefully be passed at the November 18, 2013 meeting. Steven Campbell is also looking into the cost of adding the Foundation Board to the Library insurance coverage. The Foundation will also require an audit, which the Library will cover until the Foundation has raised enough money to cover it themselves. *Susan Richardson made the motion to approve the Fiscal Sponsorship Agreement. John Barry seconded the motion. All voted Aye. The motion carried 11/0.*

Fiscal Sponsorship Agreement

The tax levy campaign was discussed. An idea for window clings reading, "I 💙 Scenic Regional Library" could be displayed by staff, Board members, and patrons to increase awareness for the Library. These would serve as a multi-purpose tool with the tax levy campaign approaching as well as letting our communities know about the Library. Steven Campbell will obtain proofs of the different options for the November 19, 2013 meeting.

Tax Levy Measure

The results from the community survey were discussed. The negative comments from the surveys were compiled and fell into three general categories—respondents wanted the Library to purchase more new materials, improvement its facilities, and expand its operating hours. Steven Campbell has prepared an article, which all of the newspapers serving our communities have agreed to run, to address these issues. The Board agrees to send the article to the newspapers.

Community Survey

Steven Campbell provided the Board with information regarding connections with State Representatives. Each of the branches will be hosting a state representative for storytime. Pictures from storytimes will be sent to the newspapers. The Library is looking to create READ posters featuring the state representatives to post in the branches as well as one for the state representative to be delivered on Library Advocacy Day in February. This could be a helpful step for the "Vote Yes" committee when looking for campaign supporters. The Board feels the READ posters are a good idea.

State Representatives

Paula Sutton left the meeting at 8:47pm.

Steven Campbell reported that the branches are having issues with computer usage for children. Many ten and eleven year olds need

Children Internet Use Policy

computer access for homework assignments. All of the Library computers are filtered, so any questionable sites or images would be blocked already. The Board discussed how old a child would be required to be to access the computers. Many schools are encouraging online assignments or activities, even at very young ages. The Board decided that age five should be allowed to use the public computers. ***Susan Richardson made the motion to amend the Children Internet Use Policy. Jim Davis seconded the motion. All voted Aye. The motion carried 10/0.***

Steven Campbell was approach by Charity Clothing Pickup to provide a location for drop boxes. The Board agreed that there are already many drop off locations in each community and that might take away from local business that deal in second-hand clothing or items. ***John Cheatham made a motion to not provide a location for a Charity Clothing Pickup box. Carol Bell seconded the motion. All vote Aye. The motion carried 10/0.***

Charity Clothing Pickup

JoAnn Schweissguth has resigned from the Library Board, representing Warren County. Dan Wilson also resigned from the Library Board, representing Gasconade County.

Library Board of Trustees Vacancy

Steven Campbell provided the Board with an overview of the 2014 proposed budget. The materials line is similar to the original 2013 budget. The operations line is based on the revised 2013 budget. Provided to the Board was a Proposed 2014 Budget Narrative Draft, which explains each line in detail. The 2014 budget is very tight. Something will need to be reduced in order to deal with unexpected expenses. Some options discussed were overdue notices, which use a large amount of postage, and the elimination of some of the databases that do not receive much usage. Steven Campbell will provide a draft for personnel performance reviews to be conducted in 2014 at the November Board meeting.

Proposed 2014 Budget

The Board discussed meeting at an earlier time on the third Tuesday of each month, especially in the winter months. ***Jim Davis made the motion to move the meeting time from 7:30pm to 7:00pm. John Cheatham seconded the motion. All voted Aye. The motion carried 10/0.***

Board Meeting Time

Bob Niebruegge adjourned the meeting at 9:35pm.

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Secretary

Approved:_____
President, Scenic Regional Library Board of Trustees

Date:_____